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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 14 October 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 41, 7 October - 14 October 1958

X1 1. Mr. [ ] attended a Comptroller's conference at [ ] on 9 - 10 October. Items under discussion were the new thinking and concepts in such fields as: the cost based budget, property authorization - field and Headquarters, revision of the confidential funds regulations, overtime, the machine recordation of Agency statistics and the new "electronic brain" which it is proposed to use in such recordation. These items were tied into a generalized review of support progress made in the past two years and the progress anticipated in the next two year program of the government-wide cost based budget program. Much time and constructive thinking was devoted to operational budgeting problems of the DD/P Area Divisions. 25X

2. Half the classroom lights and the corridor lights outside the classroom were out for about five continuous hours during class time. This interfered with the students' studying as well as the instructors' blackboard work and their display of visual aids in support of lecture material. *Unhappy* *reach* *Don't know the story.* *ER.* 25X

X1 3. Miss [ ] participated in the Dependents' Briefing in Mrs. [ ]'s absence. [ ] *arrangement.*

X1 4. Miss [ ] spoke with Mr. [ ] Supervisor of the Analysis Section, RI, regarding sample problems for Operations Support to illustrate the latest indexing procedures. 25X

X1 5. Miss [ ] of the WE Division was given a full week of tutorial training on Class B Accounting Procedures.

X1 6. Miss [ ], NEA Division, was given tutorial training in Class B Accounting Procedures, Foreign Travel and Field Property Records Procedures.

X1 7. Mr. [ ] attended the Personnel staff meeting.

Personnel Notes:

X1 Mr. [ ] is on a two weeks' holiday.

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